

HUBBARD COMMUNICATIONS OFFICE
Saint Hill Manor, East Grinstead, Sussex

HCO POLICY LETTER OF 21 JANUARY 1981

Remimeo

CONDITIONS

AWARDS & PENANCES

CANCELS & REPLACES

BPL 16 November 1971RA

CONDITIONS: AWARDS AND PENANCES

This policy letter is an update and streamlining of the awards and penances for conditions. It supersedes earlier BPLs on awards and penances, application of which has at times caused bad public relations.

Those issues which remain cancelled are:

- HCO PL 26 Sep 67 CONDITIONS, AWARDS & PENAL-TIES
- HCO PL 21 Jul 68 PENALTIES FOR LOWER CONDITIONS
- HCO PL 18 Oct 67 IV PENALTIES FOR LOWER CONDITIONS
- HCO PL 6 Oct 70 III ETHICS PENALTIES
- HCO PL 19 Oct 71 ETHICS PENALTIES REINSTATED

References:

- HCO PL 6 Mar 66 REWARDS AND PENALTIES HOW TO HANDLE PERSONNEL & ETHICS MATTERS
- HCO PL 20 Oct 67R II CONDITIONS PENALTIES NEW EMPLOYEES AND PERSONS NEWLY ON POST
- HCO PL 3 May 77R ETHICS AND EXECUTIVES
- HCO PL 9 Jul 80 ETHICS, JUSTICE AND THE DYNAMICS
- HCO PL 12 Jul 80 THE BASICS OF ETHICS
- BOOK: INTRODUCTION TO SCIENTOLOGY ETHICS

The declaration of a condition is something new in the universe. The conditions are not.

These conditions are operating states and oddly enough in the physical universe there is a formula connected with every one of these operating states.

These formulas apparently have to be followed in this universe or you simply go "appetite-over-tin-cup."

So one in his own personal life, in his operation of a job, a state of organization, a state of family, a state of a civilization, the state of a planet, the state of a sector -- all these will come under the heading of the conditions and if they are in one condition and operating on the formula of another they will fail.

It is a marvelous discovery that we find that these things exist, that they do regulate existence, regulate life, and that life can therefore be followed successfully by their use.

USING THE CONDITIONS

Any individual, at any given moment, is operating in one of these conditions and regulated by it, whether or not he is aware of it.

One assigns a condition for an activity based on his products in that activity. The product is measured in what we call statistics (a number compared to an earlier number of the same thing). Statistics refer to the quantity of work done or the value of it in money.

To an organization, its staff members and executives, this means we award production and up statistics and penalize non-production and down statistics. Always.

Also we do it all by statistics -- not rumor or personality or who knows who.

Thus when you think of "processing Joe to make a good D of P out of him and get him over his mistakes" forget it. That rewards a down statistic. Instead, find an auditor with an up statistic, reward it with processing and make him the D of P.

So don't even consider someone with a steadily down statistic as part of the team. Investigate, yes. Try, yes. But if it stays down, don't fool about. The person is drawing pay and position and privilege for not doing his job and that's too much reward even there.

In our organization there are two subjects to consider, one is Ethics and the other Justice.

Ethics consists simply of the actions an individual takes on himself.

Justice is the action taken on the individual by the group when he fails to take these actions himself.

The conditions formulas are for use in both Ethics and Justice.

When a person finds himself dropping down the conditions of existence, or is involved in some out-ethics situation, he would naturally apply the appropriate formula for the condition that he is in and raise himself back up the conditions.

Organizationally it is very important that staff members move up the conditions as this will result in volume and high quality production which will further result in viability for the organization and other group members.

Where a staff member has fallen below Normal condition, it becomes very important, and a matter of concern for the whole group, that he/she be quickly raised back up the scale of conditions where he/she is contributing viably to the group.

The conditions formulas are NOT some form of punishment or degradation to be used on staff members who have dropped into lower conditions.

Quite the contrary, FINDING THE CORRECT CONDITION ONE IS IN AND APPLYING THE CORRECT FORMULA FOR THAT CONDITION IS PURE SURVIVAL. The person begins moving upscale, he becomes capable of coming to grips with life and his handling of it.

HCO PL of 9 July 1980 ETHICS, JUSTICE AND THE DYNAMICS and HCO PL of 12 July 1980 THE BASICS OF ETHICS, cover very

adequately the REAL purpose and use of Ethics and Justice, and how man has mixed these two subjects up and misused them.

AWARDS AND PENANCES

Organizationally, it is necessary for us to keep track of how our staff members are doing on their jobs, and their condition. In a condition of existence that is high, stats would reflect that condition; similarly, in a condition of existence that is low, stats would also reflect that low condition.

As detailed in HCO Policy Letter of 6 March 66 REWARDS AND PENALTIES HOW TO HANDLE PERSONNEL AND ETHICS MATTERS, no organizational system would be complete, or workable, without some system of rewarding those who were upstat, and on the other hand, ensuring that those who were downstat and not producing their expected products were forced back into higher conditions so that they too were again contributing fully to the survival of the group. It is NOT a matter of punishment. It is a matter of SURVIVAL and NON-SURVIVAL.

When the correct formula for the condition one is actually in is carried out, the person gains or improves (and moves up a condition), and when it is not followed he will drop into a lower condition.

Therefore, it is of the UTMOST interest and concern to every staff member that his fellow staff members are raised on the conditions formulas as this WILL result in increased survival for the whole organization. This becomes particularly important in cases where staff members have had Justice actions taken on them and it has been found that they are in a lower condition and they have been instructed to do the necessary steps to raise themselves up. In such cases it is the responsibility of both the organization and the individual to get the lower condition handled as the very fact of someone being down the scale of conditions means lessened survival for him and the group which he is a part of.

An awards and penances system is therefore laid out herein, whereby an organization can reward its staff members for producing well, and also provide a guideline for those who have not produced well, or who have fallen down the conditions scale, to follow in raising themselves back up the conditions to become fully contributing group members.

The system is as follows:

| <u>CONDITIONS:</u> | <u>AWARDS AND AMENDS:</u> |
|--------------------|---|
| POWER: | Pay and increase of basic units. Eligible for special bonus sums according to current Proportionate Pay Plan. Credit awards for higher level services per existing policy and current programs. Has top priority on org service lines. |
| AFFLUENCE: | Pay and increase of basic units. Eligible for special bonus sums according to current Proportionate Pay Plan. Credit awards for higher level services per existing policy and current programs. Has next priority on org service lines. |
| NORMAL: | Pay but no increase or decrease in units. Eligible for special bonus |

| | |
|-----------------------|---|
| <u>CONDITIONS:</u> | <u>AWARDS AND AMENDS:</u> |
| | sums according to current Proportionate Pay Plan. Credit awards for higher level services per existing policy and current programs. Normal handling on org service lines. |
| <u>EMERGENCY:</u> | Pay but no bonuses. Decrease of units according to current Proportionate Pay Plan. May have org services but not priority. |
| <u>DANGER:</u> | Pay but no bonuses. Decrease of basic units according to current Proportionate Pay Plan. May receive org services but not priority. |
| <u>NON-EXISTENCE:</u> | Pay but no bonuses. Decrease of basic units according to current Proportionate Pay Plan. May receive org services but not priority. |
| <u>LIABILITY:</u> | Pay but no bonuses. Decrease of basic units according to current Proportionate Pay Plan. |

NOTE: In HCO PL 6 Oct 67R CONDITIONS OF LIABILITY AND DOUBT, it states: "Below Non-Existence there is a Condition of Liability. The being has ceased to be simply non-existent as a team member and has taken on the colour of an enemy.

"It is assigned where careless or malicious and knowing damage is caused to projects, orgs or activities. It is adjudicated that it is malicious and knowing because orders have been published against it or because it is contrary to the intentions and actions of the remainder of the team or the purpose of the project or org.

"It is a liability to have such a person unwatched as the person may do or continue to do things to stop or impede the forward progress of the project or org and such a person cannot be trusted. No discipline or the assignment of conditions above it has been of any avail. The person has just kept on messing it up.

"The condition is usually assigned when several Dangers and Non-Existences have been assigned or when a long unchanged pattern of conduct has been detected.

"When all others are looking for the reason mail is getting lost, such a being would keep on losing the mail covertly.

"The condition is assigned for the benefit of others so they won't get tripped up trusting the person in any way."

With the above in mind, and while it is important that we do everything possible to get individuals through all the steps of lower conditions successfully, it is required that such staff members who may be in Liability (or lower) first work their way through all the necessary steps of that condition and successfully attain the condition of Non-Existence (at least) before being permitted further org auditing, or specialized training. Staff members in Liability are still eligible for post hatting actions, Word Clearing, Cramming, Estoing, etc., in order to raise their ability to handle their post and thus help them rise on the conditions scale, but such is limited to those actions that will directly assist the person to immediately wear his/her hat better and produce in greater quantity and quality.

Persons in this condition should take shortened meal breaks in order to have more time to get the Liability formula done, and indeed make up any damage caused to the group.

CONDITIONS:AWARDS AND AMENDS:

DOUBT:

No pay, as per current Proportionate Pay Plan issues. As with Liability, may receive post hatting actions, Word Clearing, Cramming, Estoing, etc., but not auditing or other specialized org training that would not immediately result in improved post production and contribution to the group. Also takes shortened meal breaks.

ENEMY:

No pay, as per current Proportionate Pay Plan issues. May receive post hatting actions, Word Clearing, Cramming, Estoing, etc., but no auditing or other specialized org training that would not immediately result in improved post production and contribution to the group. Also takes shortened meal breaks.

TREASON:

No pay, per current Proportionate Pay Plan issues. May receive post hatting, Word Clearing, Estoing, etc., but no auditing or other specialized org training that would not immediately result in improved post production and contribution to the group. Also takes shortened meal breaks.

Where it is found beyond doubt that a person has committed suppressive acts and it is deemed necessary by proper Scientology Justice procedure, a person in this condition or lower may be expelled.

CONFUSION:

No pay per current Proportionate Pay Plan issues. May receive post hatting actions, Word Clearing, Estoing, etc., but no auditing or other specialized org training that would not immediately result in improved post production and contribution to the group. Also takes shortened meal breaks.

NOTE: Per BPL 16 Nov 1971RA CONDITIONS AWARDS & PENANCES, which this policy cancels, there were "set" numbers of hours of amends to be done by those in lower conditions. It is no longer required that a person do "set" hours of amends in doing lower conditions. A person does the condition he is in fully and completely until it is DONE per that condition formula. Per existing policy, Courts of Ethics and Committees of Evidence may recommend amends projects be done by interested parties, but no such requirement is called for in doing lower conditions except as specifically called for in step #3 of the Liability formula, which states: "Make up the damage one has done by personal contribution far beyond the ordinary demands of a group member."

Additionally the practice of removing staff members from their posts, even temporarily, while doing lower conditions is hereby cancelled. The fact of doing conditions formulas does not warrant post removal. Quite the contrary, the conditions

should be used to enhance a staff member's ability to hold his/her post. The only legal means of removing a staff member from post is by a Committee of Evidence which must be approved by the International Justice Chief per HCO Policy Letter of 8 November 78RA SENIOR HCOs AREA AND CONTINENTAL. Staff members are very valuable people and should be treated as such.

It is the responsibility of Dept Three, Department of Inspections and Reports, to ensure that anyone in a condition of Doubt or lower turns in for safekeeping any and all Advanced Course materials he may have in his possession until such time as he has worked his way back up the conditions formulas to at least the condition of Non-Existence.

SUMMARY

IT IS VITAL TO ANY ORGANIZATION, TO BE STRONG AND EFFECTIVE, TO BE ETHICAL.

One could dispute the data as given in the policy and say there are those who have never heard of the conditions or their formulas who have still managed to pull themselves up out of lower conditions to a healthily normal operating state. But the argument does not hold water as, if we examine the actual facts, we find that where this happened the person did do something right. We find that the actions he took, knowingly or unknowingly, to handle his situation were indeed part of, if not all of, the correct actions for the formula of the condition he was in. By some accident or insight he did the right thing, and he benefited.

Life is no longer a matter of chance and hope, but for the Scientologist who uses these conditions, the future is in his hands to control.

L. RON HUBBARD
FOUNDER

As assisted by
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Int HES

For & accepted by the

BOARD OF DIRECTORS
of the
CHURCH OF SCIENTOLOGY
of CALIFORNIA

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